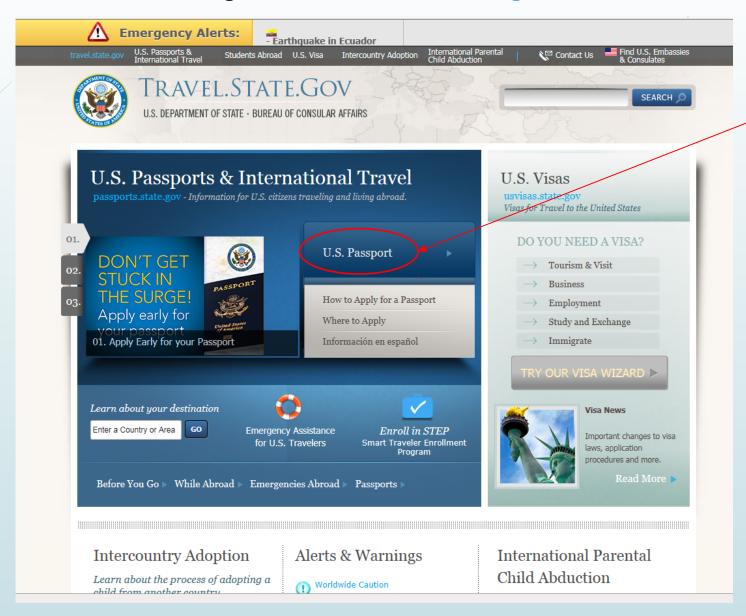
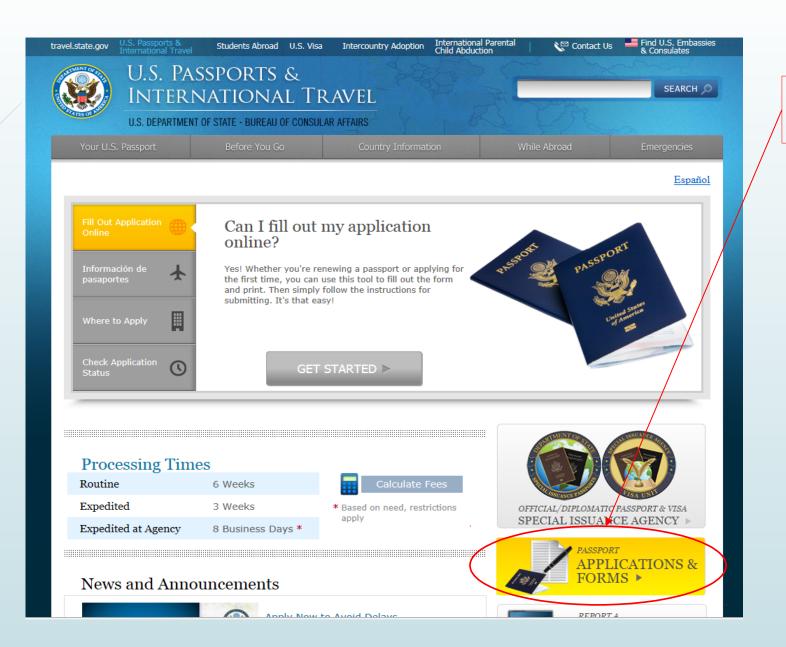
# How to Complete an Initial Official Passport Application Online



Click on the wording "U.S. Passport"



Click on the yellow box

Your U.S. Passport Before You Go Country Information While Abroad Emergencies

travel.state.gov > Passports & International Travel > Your Passports > Forms

Español

⊕ Print ⊠ Email

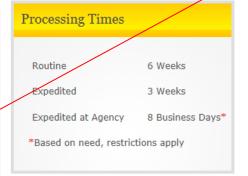
#### **Forms**

**Note:** This website contains PDF documents that require Adobe Acrobat for viewing. Download Acrobat Reader here.

When printing the application, please be sure the image of the application covers the entire page. (No extra wide margins).

You will not be asked to provide credit card information on this site. The Department of State does not currently have the option to pay online for passport services, although this service may be offered in the future.

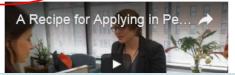
## WHERE TO APPLY



#### **Passport Applications**

■ **DS-11**: Application for a U.S. Passport (for all first-time applicants, all minors, and applicants who are not eligible to use the DS-82)





Click the area that says "Complete online & print"



U.S. Passport Applications and Forms

Before you may enter your personal information to get a passport, you must review the Department of State's

Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers

This link opens a new page. Once you have read the notice and disclaimer, close that window and click on the box below to indicate you have read them.

I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers.

Submit

For any questions about forms or status, please contact the National Passport Information Center by email at NPIC@state.gov

or by phone: 1-877-487-2778 (TDD/TTY: 1-888-874-7793)

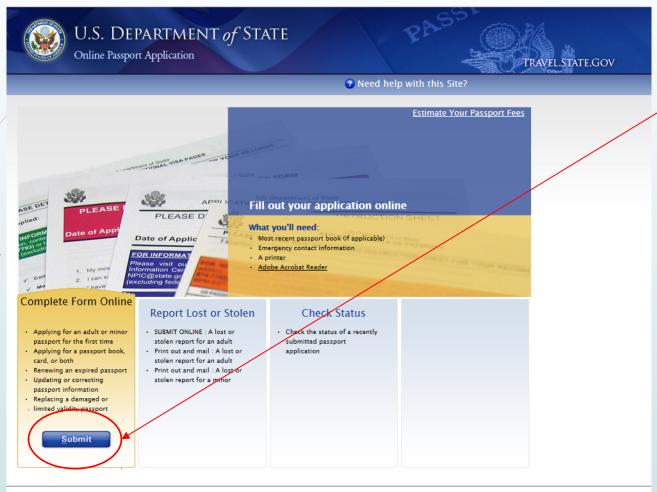
For purely technical issues, such as broken links or error messages, please email:passportweb@state.gov



This site is managed by the Bureau of Consular Affairs, U.S. Department of State. External links to other Internet sites should not be construed as an endorsement of the views contained therein. Copyright Information Disclaimers

1. Click the box.

2. After selecting the box click "Submit."



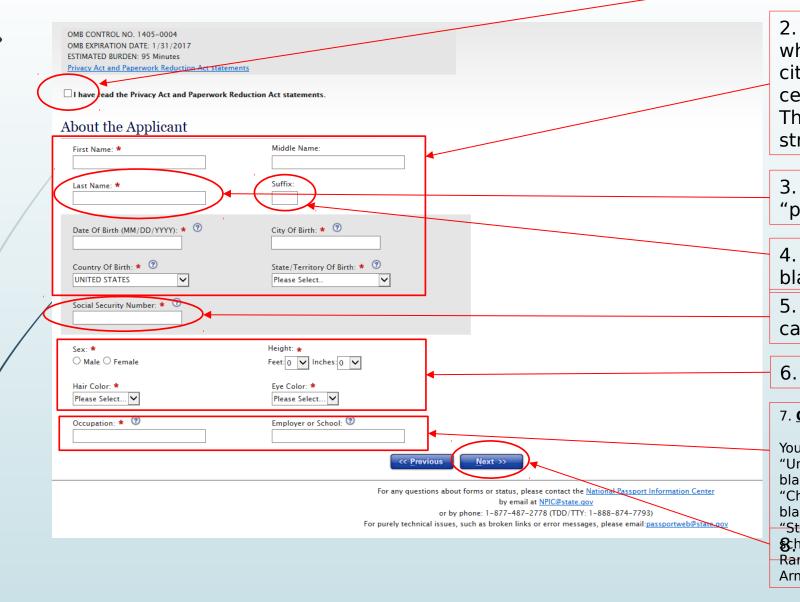
Click the "Submit" button.

For any questions about forms or status, please contact the National Passport I

by email at NPIC@state.gov

or by phone: 1-877-487-2778 (TDD/TTY: 1-888-874-7793

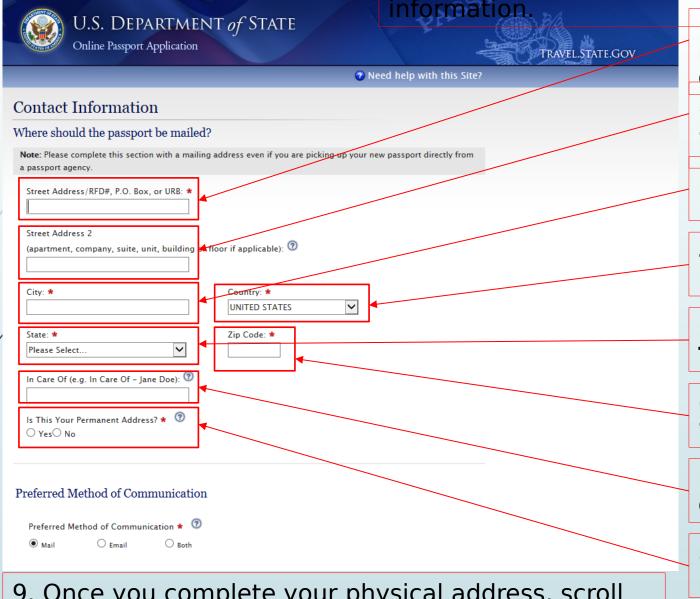
For purely technical issues, such as broken links or error messages, please email:p



- 1. Click the box.
- 2. Ensure this portion is exactly what you are using as "proof of citizenship" (e.g. birth certificate, tourist passport...). The State Department is very strict in this area.
- 3. Ensure this matches with "proof of citizenship" (e.g. Jr. ...)
- 4. Do not fill in. Please leave blank.
- 5. Ensure to bring in your SSN card for verification.
- 6. Self explanatory.

# 7. Occupation Your job title "Unemployed"(if not working) "Child"(if not attending school) blank "Student"(if attending school) Shwhen complete, click next. Rank (If Military) Branch of service (i.e. US Army)

The following blocks need to have our office



9. Once you complete your physical address, scroll down to complete the rest of the information. See next slide.

1. Insert:

### IMBL-HRM-FT PASSPORT OFFICE

2. Insert:

#### 500A SHANNON RD BLDG 500 RM 207

3. Insert:

#### **FORT BLISS**

4. Insert:

#### **UNITED STATES**

5. Insert:

TX

6. Insert:

79916

7. Type in the word:

#### **COMMANDER**

8. Select "NO" and input your physical address.



- 1. Self explanatory.
- 2. Select the one you use on a regular basis.
- 3. Select the one you use on a regular basis.
- 4. Once complete, click next.



? Need help with this Site? Travel Plans Please complete this section with known or anticipated travel plans. Date Of Your Trip (MM/DD/YYYY)? Date Of Your Return (MM/DD/YYYY)? Countries To Be Visited? Note: If you are traveling within two weeks, do not mail in your passport application. If you do, your application may not be completed before your travel date. Please call the National Passport Information Center at 1-877-487-2778 (TDD: 1-888-874-7793) to make an appointment to appear in person at a Passport Agency and receive expedited processing. The automated appointment system is available twenty-four hours a day, seven days a week

> For any questions about forms or status, please contact the National Pass by email at NRIC@state.gov

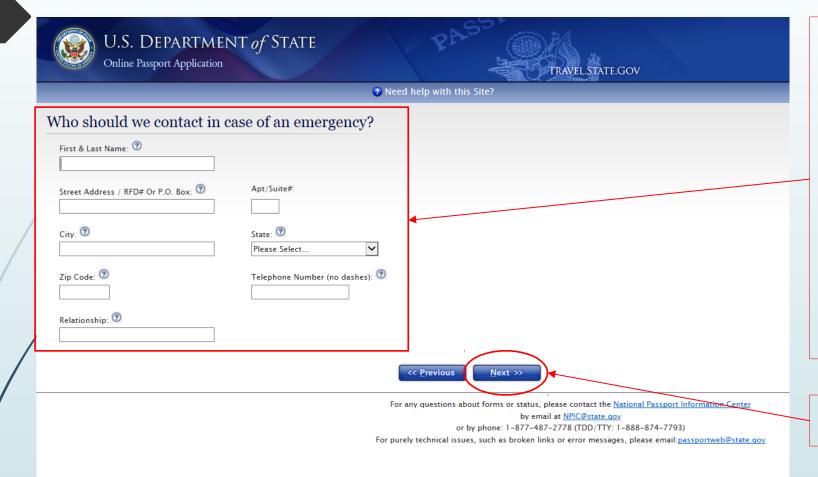
or by phone: 1-877-487-2778 (TQD/TTY: 1-888-874-

For purely technical issues, such as broken links or error messages, please e

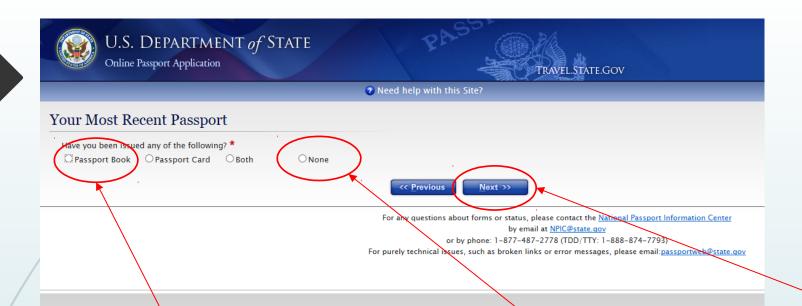
These two fields are mandatory. The passport application cannot be processed if left blank

This field is mandatory. The passport application cannot be processed if left blank. Must be a country requiring a passport according to the Foreign Clearance Guide. Please input only one country even if multiple countries are to be visited.

When complete, click next.

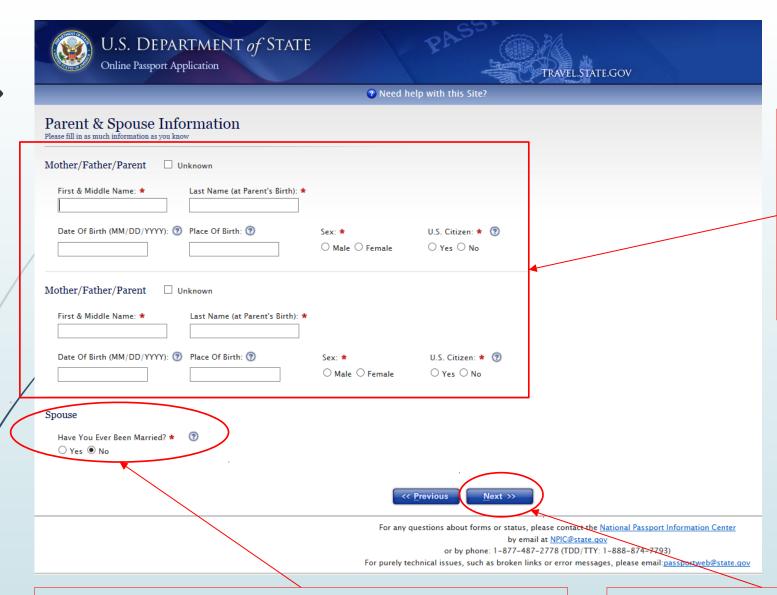


1. Ensure to complete with a good physical address that can be used by our office to mail your personal documentation should you fail to come in to pick up. (i.e. birth certificate, marriage license...). Your application cannot be processed without this information. If you process your passport application and do not pick up your personal documentation within one year, then our office will mail your personal documents to the address you provided in the emergency contact information.



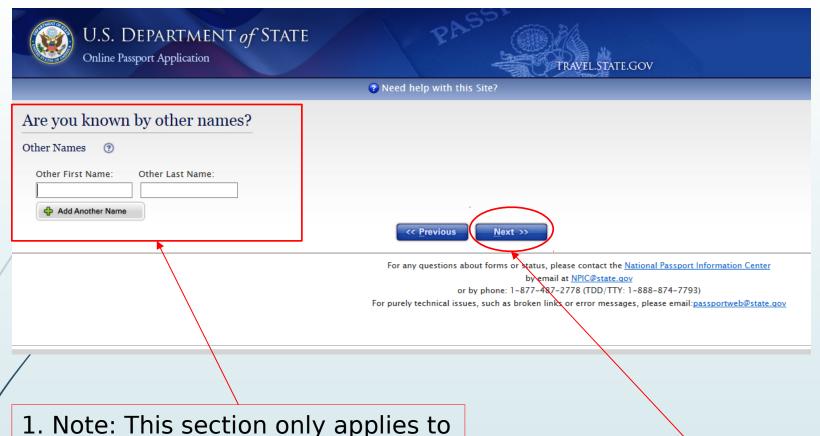
1. This only applies if you have had a previous military official passport.

2. If you have never had a military passport or if you have had a regular tourist passport, then click "NONE."

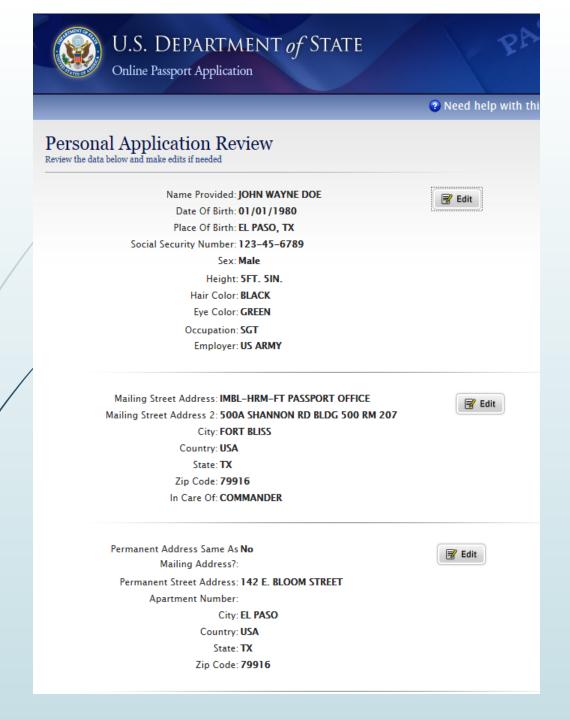


1. If you are using your birth certificate as proof of citizenship, ensure to mirror your parents' information. Otherwise, at least input your parents' names if known.

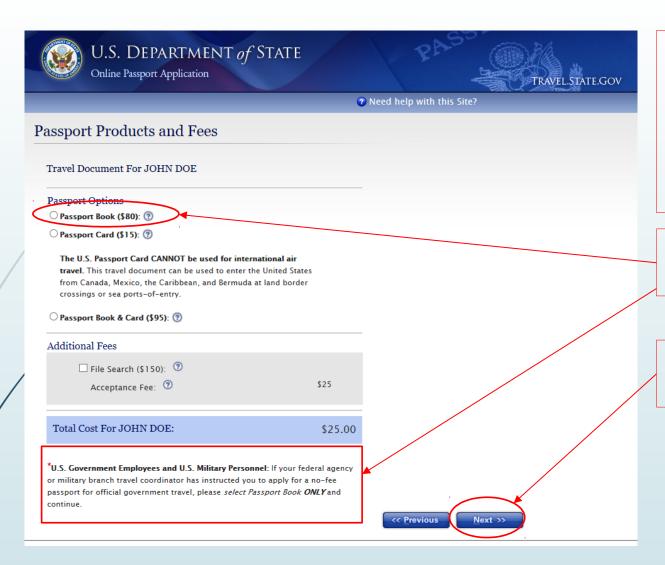
2. If applicable, follow the prompts.
Original supporting documentation may be needed during the appointment.



1. Note: This section only applies to legal name changes. Original supporting documentation is needed during the appointment



This is the edit screen where last minute changes to your passport application can be made. Once you advance to the next screen, the data gets locked and you will be unable to go back for corrections. When ready, click the "Next" button at the bottom of the screen.



Note: The amounts may differ depending on the age. You will not get billed for following the next steps. This is so your passport application can be printed.

- Select this option only.
   \*Please see the note.
- 2. When ready, click the "Next" button.



#### Proof of U.S. Citizenship

Birth Certificate, Certificate of Naturalization, Consular Report of Birth Abroad, Citizenship Certificate or a previous U.S. passport. See Section 2 of <u>How to</u> <u>Apply in Person for a Passport.</u>



#### **Proof of Relationship**

Birth Certificate with BOTH parents' names, Adoption decree with BOTH adopting parents' names, etc. Parent(s)/Guardian(s) must provide a photo ID at the time of application. For more information see Section 3 of Special Requirements for Children Under Age 16.

I have read and acknowledge the steps and information contained above.

#### 1. Create Form

This will generate your passport form(s) form as a pdf file. Review the .pdf file for accuracy and completeness. When finished, print this form.

Create Form

\* Adobe Acrobat is required

#### 2. Exit and Start New Form

This will delete any information you have typed in and return you to the beginning of the online process so you may complete another form.

Start New Application

For more information on how and where to apply for a passport, See Get or Renew a Passport.

- 1. When you first get into this screen, you have to scroll all the way down to see the information that is on this slide.
- 2. Select the box.
- 3. When ready, click "Create Form."



#### Proof of U.S. Citizenship

Birth Certificate, Certificate of Naturalization, Consular Report of Birth Abroad, Citizenship Certificate or a previous U.S. passport. See Section 2 of How to Apply in Person for a Passport.



#### **Proof of Relationship**

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☑ I have read and acknowledge the steps and information contained above.

#### Create Form

This will generate your passport form(s) form as a pdf file. Review the .pdf file for accuracy and completeness. When finished, print this form.

Create Form

\* Adobe Acrobat is required

#### 2. Exit and Start New Form

This will delete any information you have typed in and return you to the beginning of the online process so you may complete another form.

Start New Application

2. If another passport application is needed, click "Start New Application."

1. The print pop up will appear at the bottom of the screen. Select the "Open" button to print your passport application. You can only sign and date your application in front of a passport agent.

For more information on how and where to apply for a passport, See Get or Renew a Passport.

Save -

Open

Cancel

	APPLICATION FOR A U.S. PAS Please Print Legibly Using Black Ink O											
Please select the doc  V.S. Passport Book The U.S. passport and is not valid for inter  2 28 Page Book (Standar	ARNING on page 1 of instructions ument(s) for which you are applying:  U.S. Passport Card  Both national sit taves. For more information see page 1 of instructions.  d)  52 Page Book (Non-Standard) y travel abroad uning the passport validity period, and is recommended ton of visa pages.											
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Vest €	Middle	End. # Exp										
JOHN	WAYNE											
2. Date of Birth (mm/dd/yyyy) 01 01 1980	3. Sex 4. Place of Birth (City & State if in the U.S., or City & Country as it is presently known.)											
5. Social Security Number	EL PASO, TX 6. Email Address (e.g., my_email@domain.com	n) 7. Primary Contact Phone Number										
123 45 6789	JOHN.WAYNE.DOE.MIL@MAIL	MIL 123-456-7890										
8. Mailing Address: Line 1: Street/RFD#, P.O. Box, or URB.												
IMBL-HRM-FT PASSPORT OFF	ICE y, Suite, Unit, Building, Floor, In Care Of or Attention	if annicable (e.g. In Sare Of Jane One Ant# 100)										
500A SHANNON RD BLDG 500		approaue. [e.g., in one of our boe, ript in 100]										
City	State Zip Code	Country, if outside the United States										
FORT BLISS	TX 79916											
List all other names you have used. (Example	es: Birth Name, Maiden, Previous Marriage, Legal Nai	me Change. Attach additional pages if needed)										
A.	STOP! CONTINUE TO	PAGE 2										
	OT SIGN APPLICATION UNTIL REQUES	TED TO DO SO BY AUTHORIZED AGENT										
5 / 2 1 \ m   m	ying Documents - Applicant or Mother/Father/Pan ver's License State Issued ID Card Passport	ent on Second Signature Line (if identifying minor)  Milbry Other—————										
/     -   1 No	me											
NOW 2 X X Issue D (mm/dds)	ate   Exp. Date   (mm/did/9999)	State of Issuance										
D No.		Country of Issuance										
113 / 51_	fying Documents - Applicant or Mother/Father/Par											
Attach a color photograph taken within the last six months	wer's License State Issued ID Card Passport me	Military Other										
Acceptance Agent (Vice) Consul USA (mm/dd)		State of Issuance										
Passport Staff Agent		Country of										
UNO	I declare under penalty of perjury all of the following: 1) I a	Issuance										
( (Seal)	have not, since acquiring U.S. citizenship or nationality; pe page four of the instructions of this application (unless expla application are true and correct; 3)! have not knowingly and	am a citizen or non-citizen national of the United States and rformed any of the acts listed under "Acts or Conditions" on natory statement is attached); 2) the statements made on the d willfully made false statements or included false documents										
	In support of this application; 4) the photograph attached to 5) I have read and understood the warning on page one of the	d willfully made false statements or included false documents this application is a genuine, current photograph of me; and he instructions to the application form.										
Name of courier company (if applicable)	Facility ID Number X Appl	Icant's Legal Signature - age 16 and older										
Pacity ID Number												
Facility Name/Location	Mother/Father/F	arent/Legal Guardian's Signature (if identifying minor)										
	Agent ID Number											
Signature of person authorized to accept applications	Mother/Father/F	Parent/Legal Guardian's Signature (if identifying minor)										
For issuing Office Only —— Bik Card	EF Postage Execution Other	er * DS 11 B 09 2013 1 *										

1. This is an example of a completed passport application which consists of two pages.

2. Ensure the 2D bar code is here on the first page and is not smeared and printed in good condition so the application can process correctly.

3. The form does not have to be printed in color, black and white is okay. Please ensure that the boxes in the bottom section are visible.

Name of Applicant (Last, First, & Middle)												Date of Birth (mm/dd/yyyy)			
DOE, JOHN WAYNE												01/01/1980			
10. Parental Information Mother/Father/Parent - First & Middle Name									Last Name (at Parent's Birth)						
JAMES	WAYNE							DO	Е						
Date of Birth	(mm/dd/yyyy)		Place of Birtl	h									Sex	U.S. Citizen?	
01 2	3 1940 er/Parent - First &	Middle N	CALIFO	RNIA				2011	Name (at l	Parent	s Ridh)		X Male Female		
		ure IV								जनार	- Siraij				
	A LYNN		Disease of Division	h .				RO	GERS				0-	110.0%	
	(mm/dd/yyyy)		Place of Birth										Sex Male	U.S. Citizen? X Yes	
04 1		ried?	ARIZON		as come	lata #	nome in	na ita-	s in #44				X Female	No No	
	u ever been mari f Current Spouse		X Yes Recent Spous		es, compi	ele the			is <i>in #11.</i> lirth (mm/d	id/yyyy	)	Place	of Birth		
JANE M	ARIE DOE						(	2	01	198	0	KANS	AS		
	? Date of Marria		/01/20	0.0	Have	you ev		vidowe X N	d or divor	oed? V			•		
X Yes N			/01/200	00		12.0	Yes		o e 16 ar ak	derl		d/yyyy) anlover o	r School /	fapplicable)	
iz. Addition	al Contact Phon	e mumbe	H	ome C	ell			(ii ag	. To or old	er)			. JUNE (#	applicable)	
				ork _		SGI	r				US	ARMY			
15. Height	16. Hair Color	17. Eye		Travel Pl arture Dat	ans le (mm/dd/	уууу)	Return (	Date (m	m/dd/yyyy)	) С	ountries t	o be Visite	ed		
5ft. 5in.	BLACK	GREE	N 01	/01/2	2017		01/0	1/2	018	U	AE				
19. Permane	ent Address - If F or URB (No P.O.	P.O. Box				or if rea							Apa	artment/Unit	
	BLOOM ST												7.		
City	DECOM D										Sta	te	Zip Code		
EL PAS	30										T	X	79916	;	
	ncy Contact - Pro	vide the	information of	f a persor	not trave	ling wi	th you to	be con	tacted in t	he eve					
Name							et/RFD #					,		Apartment/Unit	
JANE D	OE								TREET						
City State Zip Code								Number			Relationsh	•			
EL PAS	_			TX	7991	_			-345-			SPOUSE es, complete the remaining items in #21.			
	u ever applied for nted on your most			a. Passp										ing items in #21. date (mm/dd/yyyy)	
p.ii	, 52. 11.030	- Jane pr	,												
Status of you	r most recent pas	sport hos	ok: Suberi	ittina with	application	n n	Stolen	Los	st Inn	ny poss	session (ii	f expired)			
	nted on your most			cang with									card issue d	iate (mm/dd/yyyy)	
Status of your	r most recent pass	sport card	d: Submi	tting with	application	n	Stolen	Los	st In r	ny pos	session (i	f expired)			
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Name as it app	pears on citizenship	evidence													
Birth Certifi	icate SR CR	City	Fled:			Iss	sued:								
Nat. / Citz.	Cert. USCIS USD	C Date/P	lace Acquired:			A#									
Report of B	irth Filed/Pla	ice:													
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Other:															
Attached:															
□ PIC of ID □ DS-3053 □ DS-64 □ DS-5520 □ DS-5513 □ CItz WIS															
P/C of C	Citz DS-10 DS	OS-86	DS-71 IRL	CIS Ve	er							* DS	11 B 09 2	0132*	
De 44 00 00	40														

If any questions arise during this process, please contact one of the POC's below. Thank you.

915-569-7326 915-568-9885